

**Enrolled Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, August 20, 2018**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, August 20, 2018** at 6:37 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Mark Herak, and Konnie Kuiper were present. Councilor Steve Wagner was absent owing to a work commitment. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Officials Present: Kathy DeGuilio-Fox, Redevelopment Director; Patrick Krull, School Town Board of Trustees were present.

Additional Officials Present: Ed Dabrowski, IT Consultant (Contract); and Larry Kondrat, Board of Waterworks Directors were present.

General Substance of Matters Discussed.

1. *Budgetary discussion: Town Council Office, Economic Development LIT Fund.*
The Town Clerk-Treasurer and the Town Council reviewed the FY 2018 budgets for the Office of the Town Council and the Economic Development LIT Fund and reviewed changes if any that should be considered for the proposed budget of FY 2019.

The discussion included the challenging constraints for the FY 2019. It was noted that the property tax levies constrained the operating maximum had a growth quotient for 2019 of only 3.4%. It was noted that it was previously 3.7% and 4% the year before. This it was noted would not generate alone sufficient revenue to support raises.

The discussion included a discussion of the adequacy of existing pay in the Parks and Recreation Department in light of two valued employees, one in park division and one from recreation division that announced their voluntary separation to assume positions in nearby municipalities for greater compensation. It was noted that the Parks and Recreation Superintendent expressed concerns about the external equity of his compensation regime with nearby communities.

The Clerk-Treasurer stated that absent reductions in costs to current service delivery, support for any increases in expenses associated with perhaps pay increases would require increasing exogenous revenues. Increases to the building fees as well as animal licenses was discussed as a part of a larger approach.

The return on investment components of the rates for water and sanitary district was noted to be producing what was expected at its 7% basis, rendering \$337,500 from water surplus and the same from Sanitary District that is transferred to the Town's general fund as general revenue. If this was to be a source of increase, the rates would need to be reviewed and increased.

The Town Clerk-Treasurer and the Town Council President would be meeting soon to review the status of the preliminary requests and the ways and means issues with the operating FY 2019 Budget.

2. *Ad Hoc: Discussion of a Request by One America (AUL), the underwriter of the Town's group Section 457 Deferred Compensation Program, to allow marketing some of its life insurance products as a voluntary benefit.* The Town Clerk-Treasurer shared the request as communicated to him from the recent inquiry made by the representative for the Section 457 Group Plan for Highland. It was noted that the Town Council expressed no objection to permitting this product to be offered as a voluntary benefit offered to workers who would be willing to pay. This Life Insurance would be in addition to the plan that is part of the employer paid benefit currently offered by the Town.
3. *Ad Hoc: Discussion Regarding the Current Sidewalk Replacement Program.* The Town Council President introduced the discussion between the Town Council and the Public Works Director from a prior meeting at which the Public Works Director noted that the when the sidewalk inspection program as part of the general maintenance of the public way is conducted, the Public Works Department (Agency) is experiencing increasing non-responses to the letters of notification regarding the need to make repairs.

The Public Works Director raised the possibility of the Town Council granting the authority to add the ability to impose a lien through an improvement district to support the repair of the sidewalks.

It was suggested that the Public Works Director and the Operations Director attend the next standing study session to discuss this proposal further.

4. *Discuss establishing strategic goals for the Town. Model the method of parks and recreation; perhaps a convening of departments. Capital planning should be at least considered but operating resources too.* The Clerk-Treasurer indicated that he wanted to place the idea before the Town Council to discuss the value and important of considering future meetings with the object of setting forth strategic objectives leading to the making of a plan, perhaps to have a tenure of five years.

It was suggested that this could be even limited to a capital planning strategic plan with representatives of all board and commissions with bond capacity to meet to discuss plans for capital over a five year time horizon. It was further noted by the Clerk-Treasurer that the debt rating services have stated that such an approach would be reviewed favorably by the bond rating agencies. Further, the Clerk-Treasurer noted that such an exercise would allow for the more efficient and effective use of public capital rendering better outcomes.

The Town Council seemed to find such an exercise to be desirable. There would be further discussion.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, August 20, 2018**, was adjourned at 7:10 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer